Student Handbook  ✿  Fall 2015

Beloit  Carleton  Coe  Colorado  Cornell  Grinnell  Knox  Lake Forest
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Welcome & Program Overview

Greek and Roman times to the present, Jordan has been a crossroads, where multiple civilizations and cultures of ancient Europe, Asia, and the Middle East meet. This diverse past is reflected in the city of Amman, where a Roman theatre is the most visible legacy of its existence as part of the Roman Empire—then named Philadelphia—and a citadel on Amman’s highest hill recalls its medieval past under the Umayyads. Amman today is a cosmopolitan city, the capital of the Hashemite Kingdom of Jordan, a country deeply enmeshed in international relations due to land borders with Iraq, Israel, Palestine, Saudi Arabia, and Syria. Under the leadership of King Abdullah II, as under his father King Hussein, Jordan maintains strong relations not only with Arab neighbors, but also Israel and the West.

The fall ACM Jordan program, operated in partnership with AMIDEAST, is designed to provide students with the distinctive opportunity to study the complex issues which dominate the region, such as the Arab-Israeli conflict, contemporary Islamic thought, ethnic and minority relations, Jordan’s experience during the Arab Spring, and more. The program begins in August, with a week-long orientation once the students arrive in the capital city of Amman. Students then begin their classwork, where they have the opportunity to choose electives from a wide range of coursework in areas such as anthropology, Islamic art, economics, political science, religion, and sociology, along with a class relevant to the region that is taught by Professor Amy Caldwell de Farias, a visiting ACM faculty member in History from Monmouth College. All students will take Arabic language coursework, where they are placed in classes appropriate to their level of proficiency (prior study of Arabic is not required). ACM students will also engage in an independent study project of their choosing, under the supervision of the visiting ACM faculty member.

The program takes place in an environment that allows students to explore the vibrant Jordanian culture in a way that is not easily accessed by foreign visitors. All students live with local Jordanian host families, a vital window into the local culture and its people. They will enjoy the culinary delights of traditional Middle Eastern foods such as mansaf, malkouba, canafe, shwarma, and falafel, and can practice their classroom learning with their Arabic-speaking host families. Jordan’s famous hospitality provides deep engagement with the local culture, and helps expose students to a Jordan most visitors never have the privilege to experience. They engage in experiential learning every day by haggling for goods in local shops, cooking meals, and frequenting local cafes. While students spend their semester living in Amman, they have opportunities to engage in service learning and cross-cultural learning and connect with local organizations in this expansive, lively capital city. In addition, organized excursions to locations such as Petra, Jerash, and the Dead Sea let students explore all that Jordan has to offer.
Academic Calendar, Fall 2015 (tentative)

Saturday, August 22, 2015: Students arrive in Amman
Sunday, August 23, 2015: Orientation begins
Thursday, August 27, 2015: Move-in with host families
Sunday, August 30, 2015: Classes begin
Thursday, September 15, 2015: Excursion to Jerash and Ajloun*
September 22-24, 2015: Eid Al-Adha^ Break (no classes)
October 11-15, 2015: Islamic New Year^ Break (no classes)
November 1-2, 2015: Excursion to Wadi Rum and Petra*
Thursday, December 17, 2015: Final day of program
Friday, December 18, 2015: Students depart

^Please note that Muslim holidays are approximate dates – precise dates depend on the sighting of the new moon.

*Please note that it is ACM's best intention to offer a variety of extra and co-curricular activities to students, including the above field trips. Because of occasional circumstances beyond ACM's control, excursions might be cancelled or an alternative activity may be planned on short notice.
Academics

The ACM Jordan: Middle East & Arabic Language Studies program aims to provide students with an immersive cultural and academic experience in Jordan and the opportunity to explore a wide variety of topics related to the Middle East.

The program has three overall learning goals:

- To significantly advance the student's knowledge and use of Arabic language through training matched with the student's initial level on arrival;
- To deepen the student's knowledge and understanding of the Middle East and Islamic World through coursework and independent study that both make regular and engaging use of the location in Jordan;
- To gain the skills needed to establish and conduct daily life in the Middle East, create new relationships with people in the region, and reflect on the relationship between the personal experience of daily life and scholarly ideas about the Middle East.

At the end of the program, the student should be able to demonstrate significant progress in understanding and expressing oneself in local Jordanian Arabic and Modern Standard Arabic, as well as be able to frame and answer important questions about the Middle East with scholarly reflection and first-hand familiarity.

The ACM program in Jordan is arranged in partnership with AMIDEAST. AMIDEAST faculty teaches all Arabic language courses and the majority of the elective courses. Students may study Arabic at any level, providing opportunities for both beginning speakers, and those students who already have some background in Arabic language. A visiting faculty member from an ACM college teaches an additional elective class and supervises the independent study projects, which are a vital component of the liberal arts curriculum for all ACM students.

All students on the ACM Jordan program earn a total of 8 credits in the Arabic language, with 80 hours of instruction in Modern Standard Arabic (5 credits) and 45 hours of instruction in colloquial Jordanian Arabic (3 credits).

ACM ALUMNI ADVICE: Previous students have said how helpful it would have been to begin their study of the Arabic language independently before arriving in Amman. Being able to recognize the letters of the Arabic alphabet and speak some basic phrases in Arabic, especially courtesy greetings, is a great way to get started. There are numerous resources available in bookstores or on-line.
Arabic is a diglossic language, with two varieties of Arabic—one for reading and writing and another for speaking. The textbook series used in the Jordan program, *Al Kitaab fii Taallum al Arabiya*, introduces both from the beginning, to help students engage easily in their host country and learn the language as its native speakers learn it. AMIDEAST, with partial support from the International Research and Studies Program of the U.S. Department of Education, has also produced multi-media materials to assist students in the development of cultural competence in Jordanian dialect and culture.

**Academic Courses**

All ACM students will be enrolled in a total of five courses – two Arabic courses, two elective courses and the Independent Study Project course. Only ACM students are enrolled in the Independent Study Project. Our programs’ academic standards and curricula are rooted in the liberal arts. They emphasize the interdisciplinary educational approach, intimacy of small classes, focus on independent research, and discussion-based learning that characterize liberal arts education at ACM colleges.

**Modern Standard Arabic**

Required course, 5 semester credits

All students enroll in Modern Standard Arabic at a level appropriate to their proficiency. Classes are offered at the levels of Beginning (Arabic 101 & 102), Intermediate (Arabic 201 & 202), and Advanced (Arabic 301 & 302). Special tutorial arrangements are made for students whose proficiency is beyond the advanced level (Arabic 401).

**Spoken Jordanian Arabic**

Required course, 3 semester credits

All students enroll in Spoken Jordanian Arabic at a level appropriate to their proficiency. Classes are offered at the levels of Beginning (Arabic 131), Intermediate (Arabic 231), and Advanced (Arabic 331 & 332). It’s important for students to work with their local faculty advisor and do an informal self-assessment of their Arabic skills before they travel to Jordan, to help determine which level of Arabic language they will likely enroll in. Upon arrival in Jordan, students will receive a formal assessment and placement.

**Elective courses**

Instructors: AMIDEAST faculty and visiting ACM faculty member, Amy Caldwell de Farias

Two elective courses, 3 semester credits each

All students will take two elective courses, to be chosen from the wide variety of course offerings at AMIDEAST. Below is the tentative list of elective classes for Fall 2015 (subject to change). While the offerings may change from year to year, this list is indicative of the typical selection of selection that will be offered.
• **[Course designator TBA] – World History of Food: The Middle East** *(taught by visiting ACM Faculty, Amy Caldwell de Farias, Monmouth College)*
• **ANTH 301 – Peoples and Cultures of the Middle East**
• **ART 350 – Traditional Islamic Art**
• **ART 360 – Art and Politics in the Arab World since 1970**
• **ECON 320 – Economic Development in the Middle East and North Africa**
• **ENVS 320 – Environmental Drivers of Change in the Middle East**
• **HIST 330 – Jordan in its Regional Context: An Historical and Political Approach**
• **POLS 312 – The Arab Spring: Revolution and Reform in the Arab World**
• **POLS 315 – Contemporary Issues in Jordan and the Arab World**
• **POLS 320 – International Relations of the Middle East and North Africa**
• **RELG 330 – Contemporary Islamic Thought**
• **SOCI 370 – Globalization and Social Change in the Arab World**
• **WMST 330 – Women and Society in the Arab World**

**Independent Study Project**
Instructor: Amy Caldwell de Farias, Visiting ACM faculty member
Required course, 3 semester credits

Throughout the semester, each ACM student plans and completes an independent study project under the direction of the visiting ACM faculty member. Projects may be conducted in a wide variety of fields in the natural sciences, social sciences, and humanities, should be connected to the location of the program site, and are expected to emphasize interviews and field observation. At the end of the program, students will typically prepare written reports and present their projects to the group. Students are encouraged to formulate projects to fit their individual interests and/or their program of study at their home campus.

The aims and objectives for the course for fall 2015 will be:
• Formulate a research question grounded in some literature so that students can pursue individual interest in Middle East studies.
• Design data collection protocols and analysis strategies that will address the research question.
• Literature-based projects: demonstrate an understanding of topical and theoretical issues, and comprehend and critically analyze research literature.
• Experiential-learning and informant-based projects: applying relevant methodological approaches including participant observation, field note recording, interviews or surveys.

The ISP course will meet weekly and is organized as a directed workshop including a combination of reading, discussion, writing, and students’ joint evaluation of each other’s work. Assigned readings on research design and various methodological approaches will be used. Most readings will be student generated through their own electronic sources or library research, and in consultation with a local expert or scholar whose expertise matches the student’s interests.
Students will work independently, carrying out work in a timely fashion, as assignments that factor into the final product will be due periodically. Class participation will include in-class peer evaluations in which students demonstrate a general understanding of the research process through the constructive criticism of their peers’ work. Individual conferences with the professor on student progress will complement the directed workshop discussions.

ACM All students will need to complete the ACM IRB process in order to complete their ISP. Details on the process will be sent over the summer but will include completing an online training module course before leaving for Jordan.

Examples of completed student projects from previous terms have included:

- **Agency in Amman: Women and Hijab**
- **Argileh Smoking in Jordan: Social Benefits Mask Health Risks**
- **An Examination of Cultural Perceptions through Popular Music Videos**
- **The Hidden Nation: Circassians in Jordan**
- **International Influences on Ammanian Culture**
- **The Jordanian View of America in the Middle East**
- **Mental Illness in the Middle East: Religion and Culture Modify Stigma**
- **A Middle Way: Women and Marriage in Jordan**
- **Transformation: How Football in Jordan is Altering National Identity**
- **Universal Faith**
- **The Women at the Table: A Case Study on Gender Roles and Women in Amman, Jordan**

For complete abstracts for each project, please refer to the ACM Jordan website:
http://www.acm.edu/programs/38/jordan/Academics0/Independent_study_projects.html

**Credit and Grades**

ACM recommends 17 semester credits, as shown in the course descriptions, for your work overseas. Before you leave home you should find out from your registrar exactly how many credits you will earn and what graduation requirements they will meet. Different colleges have different policies about credit, and it is your responsibility to inform yourself about pass/fail options and how your Jordan program credits will appear on your transcript. You should also discuss your plans for your independent project with your advisor and home academic department, particularly if you want to use it to fulfill a requirement or serve as the basis for an honors or senior project.

Students must complete and submit all academic work required for program courses before leaving the program. Failure to do so will result in ACM’s reporting a failing grade for the course or courses to your home college.

**Expected Participation**

You are expected, unless excused, to attend all ACM and AMIDEAST classes and events and to participate in the field trips. As a general rule, students will not be excused from ACM activities to attend to visitors or to travel. As a courtesy to your fellow students and to the program staff, be sure to attend all ACM planned activities. Those who participate fully in the program will definitely benefit culturally and socially. Keep in mind, neither visitors nor traveling may take precedence over your academic responsibilities.
Housing Arrangements and Meals (from the AMIDEAST Handbook)

All ACM students enrolled in the ACM Jordan program will live with a host family, giving students the opportunity to learn directly from Jordanians. Living in a host family will require some adaption on your part. For example, you most likely will be sharing a room with a host family member of the same gender or a fellow AMIDEAST student, and you may not have the amount of private time, personal space or independence that you are accustomed to having. You will also probably be expected to inform your host mother of where you are going and when you are coming back. There will certainly be difference in economic means among the families, so it may be difficult to make fair comparisons between your family in the US or with other students' host families in Jordan. You will observe and experience many different aspects of life in Jordan, and will be expected to be respectful and approach these experiences with flexibility and an open mind.

Please keep in mind that accommodations in the Middle East often vary significantly from those to which you may be accustomed. For example, the home may not have internet or satellite television, the heat may be kept at a very low level, and hot water may not be as plentiful as you are used to. Part of the study abroad experience will require students to expand their comfort zones in regards to the environment in which they are living. Keep in mind that although your host family may have some of these amenities, you will need to work with them to find the best way to use them. For example, you will perhaps need to ask permission to use the internet, let them know when and how often you might need hot water, and dress in warm layers in order to deal with cooler homes.

AMIDEAST staff have carefully screened and selected your host family so that it is representative of Jordanian society. While nearly 96% of Jordanians are Muslim, the Middle East contains many members of religions beyond Islam and AMIDEAST does not accept or reject host family applicants based on religion. Families from any religion will help students obtain a deeper understanding of the complicated make-up of the Middle East.

Breakfast, lunch and dinner will be provided by your host family during the week and on the weekends. There may be days when your class schedule does not allow you to return home for lunch. Your host mother can leave food out for you which you can heat up, you can bring lunch from home or you can eat out. It is important to communicate your lunch plans with your host mother on a daily basis so she knows whether or not to prepare food for you.

ACM ALUMNI ADVICE: It is important to read both ACM's handbook and all materials you receive from AMIDEAST. Yes, it's a lot of information, but it's important to help you be as prepared as you can be to succeed in this program.
AMIDEAST JORDAN OFFICE

The AMIDEAST office in Jordan is located in Wadi Abdoun, an upscale neighborhood in Amman. The American Embassy is located a short distance away, as well as several shopping centers and restaurants. The building houses several services for Jordanians including English courses, test preparation, visa services, etc. The Education Abroad offices and student area is located on the first floor, with classrooms on the 3rd and 4th floors. The AMIDEAST Jordan study abroad staff are as follows:

**TBA, Program Manager**

The Program Manager supervises all administrative and educational program matters and coordinates the work of professors and staff. This role serves as the primary contact in case of emergencies and for general information about the program.

**Majd Al-Rafaia, Program Officer**

malrafaia@amideast.org

Majd assists with day-to-day operations and provides assistance with student health concerns. Majd also serves as a student support role and assists the Program Manager as needed.

**Hamza Nabloq, Housing Program Officer**

hnabloq@amideast.org

Hamza manages the homestay and language partner programs as well as providing support to the Program Manager as needed.

AMIDEAST's staff in Jordan has a long history of working with and supporting students studying in Amman. The staff is very knowledgeable about local resources and is very willing to help students with whatever they might need. You are encouraged to openly discuss your needs and concerns with any of the AMIDEAST Education Abroad staff.

These staff members will also be providing students with a comprehensive orientation program spanning much of the first week of your time in Amman. Orientation sessions will cover topics such as: safety/security, healthcare, cultural values, academics, gender issues, clothing, appropriate relationships, an Amman city tour, and basic survival Arabic. Students are reminded of key information in many ways in order to reiterate the importance of the information provided.

**AMIDEAST BUILDING**

AMIDEAST’s facility in Amman is a new facility where students will see lots of activity. The building is open to students 8am until 8pm daily but hours might shift on holidays. AMIDEAST staff in Jordan will have the most up-to-date information and will keep students informed about any early closings. The Education Abroad is secured from the rest of the building by a key-coded door. In this area of the building, students will each have their own secured cabinet and additional space to store items. There is a small student lounge area where students can prepare food as well as a quiet study room and the offices of the program staff. Typically, there are set days when the Education Abroad area of the
AMIDEAST building is designated Arabic-only to facilitate student language learning. Even on these days, students may speak privately with AMIDEAST staff in English if necessary if assistance is needed.

TRANSPORTATION IN AMMAN
Most students will choose to use local taxi service for most of their transportation within Amman, including travelling from their homestay to the AMIDEAST building and back. Though taxi service in Amman is very affordable, some students in the past have expressed a concern that they were not aware of that expense in advance of the program. While there is a bus system in Amman, taxis are both a more reliable and safer means of travelling throughout the city. Most places in Amman can be reached via taxi for the equivalent of about $2 in taxi fare.

Living in Amman

STUDENT MAILING ADDRESS
AMIDEAST Amman
Study Abroad
(Your Name)
P.O. Box 852374
Amman, 11185 Jordan

Please note that mail in Jordan can be somewhat unpredictable. AMIDEAST is not able to redirect letters which arrive once the program has ended. You are strongly encouraged not to receive packages while in Jordan. The customs department may charge you customs fees on the packages, which can only be paid at the Central Post Office in downtown Amman. The customs charges are based on an estimated value of the contents which is different from the value declared by the sender. AMIDEAST will not be responsible for getting goods out of customs for you.

In case of emergency where a package must be sent to you, please consult with the Program Manager before the package is sent.

LIBRARY ACCESS
AMIDEAST has a small library in the student study lounge, but this library is not equipped to assist students with the types of materials you will likely need to conduct your Independent Study Project. While AMIDEAST has many partnerships within Amman, you will not likely have access to an English library. Please work with your campus librarians to ensure you will have electronic access to your home campus library. It is also very important to consult with your campus faculty advisor for the Jordan program to discuss feasible research topics in advance.

For more program information, please consult the AMIDEAST Student Handbook downloadable from the AMIDEAST Student Portal.

ACM ALUMNI ADVICE:
Students in the past have told us that they wished they had done more background research and collection of materials before travelling to Amman.
Host Country Information

Throughout history, Jordan has served as a crossroads for trade, peoples, and cultures, connecting the East and the West. The capital city, Amman, is located in the north, thirty minutes from the Dead Sea and the Jordan River. Amman is historically significant for many of its early civilizations and the Biblical sites surrounding the city. Today, the city is the bustling capital of the Hashemite Kingdom of Jordan, with a population of over 2.5 million people. Jordan plays a significant diplomatic role in the wider Middle East region, and issues of regional peace and cooperation are at the forefront of this country’s political agenda.

Geography
Jordan is located near the eastern-most portion of the Mediterranean. The territory of Jordan now covers roughly 35,475 square miles, of which most is arid desert. The Kingdom is almost entirely land-locked, with the exception of the small port-city of Aqaba on the Red Sea in the south. There is a severe fresh water shortage throughout the country, in part due to the decreased flow of the Jordan River, the arid environment, and population growth. About 70% of Jordan’s population lives in urban areas, such as Amman. Less than 6% of the rural population is nomadic or semi-nomadic.

Religion and Culture
Approximately 96% of Jordanians are Muslim and 4% are Christian. Visitors to Jordan are exposed to many aspects of the daily practice of Islam. From hearing the call to prayer five times a day, to seeing women wearing the veil, to hearing a recording of the Quran in shops, students will be immersed in aspects of Muslim religious culture. On the other hand, the Middle East is where the Christian religion was born, and visitors are likely to encounter the Christian population. It is important for students to keep in mind that Jordanian Christians are not the result of Western influence or the work of missionaries in the region, as many visitors believe. Rather, many take pride in being descendants of the earliest Christians.

Growth and Development
The Hashemite Kingdom has rapidly developed since its establishment in 1921. While Amman, Irbid, and Aqaba were once sleepy villages, these three important cities have grown immensely in population and regional importance. Amman is a popular destination for Western expatriates and international investment, due to its friendly business climate and well-educated working population. In 2010, Jordan was ranked as the most politically globalized country in the Middle East and North Africa, according to the KOF Globalization Index.

Amman
AMIDEAST’s programs are based in Amman, the expansive, lively capital of the Hashemite Kingdom. Inhabited by several civilizations starting around 8,500 BCE, it is an ancient city facing distinct modern challenges, thus making it an exciting place to live and study. Originally built on seven hills, Amman has expanded in size and population from a quaint, sleepy town at the close of World War II, to the bustling, multicultural metropolis it is today. With over 2.5 million inhabitants, Amman is also the largest city in Jordan.
Health, Safety, and Insurance

While studying off-campus offers new educational opportunities, it can also present challenges and risks that are different from those on your home campus. Just as you prepare for a new mode of learning on the program, you should also think about living in a new environment that may contain new kinds of risks. You will not have the same support systems or forms of assistance that you have turned to on your home campus or in your home town. Here are some guidelines to keep in mind as you prepare for your semester in Jordan.

Health
While you are in Jordan, you need to be aware of your health and your responsibility for dealing with medical concerns. Maintain the habits and activities that you have used to stay healthy at home or on campus, especially in terms of exercise, diet, and sleep. Program staff can advise you as requested.

The challenges of adjusting to a new culture are an important part of what you will be experiencing in Jordan. Adjusting to this new environment can be especially difficult when you are away from friends, family, and college faculty or staff who know you well. You will have days that are exciting and rewarding and also days when much seems strange and exhausting. Program staff, host families, and new friends can help you recognize and talk through these pressures and staff can also recommend counselors if you feel they might help.

The medical facilities in Amman are good. AMIDEAST has a variety of practitioners with whom they have worked in the past and to whom we are able to refer students for any necessary condition. If you do need (non-emergency) medical attention, please contact the AMIDEAST staff (contact information will be shared during orientation) who will then arrange for medical treatment. The cost of medical treatment (including medically-necessary dental needs) is covered through your insurance policy (see more details below).

Medications and Other Medical Preparation
As part of your preparation to go abroad, please carefully read the information from the Centers for Disease Control (CDC) about medical conditions in Jordan and the recommended precautions for U.S. Americans traveling to the Middle East. The website is: http://wwwnc.cdc.gov/travel/destinations/traveler/extended_student/jordan

You should share this information with your doctor or the physician who signs your Medical History form. You will want to make sure that you have the recommended vaccinations and are aware of and take precautions against the various health risks, as recommended by the CDC.

If you take one or more prescription drugs regularly, you will want to be sure you can continue this medication while abroad. Speak with your physician about the possibility of obtaining a supply to take with you. (And please make sure to keep it in its original container in your carry-on luggage with a copy of the prescription.) If you cannot get a supply to take with you, you will want to see if this medication can be obtained in Jordan and to have the generic name. **You should not plan to have drugs (of any kind) sent to you while abroad.**

Psychological Counseling
If you require regular sessions with a counselor, please include this information on your Medical History Form so that we can help to make arrangements in advance. Our staff is very experienced with the resources of Jordan and the benefits available to you through our health insurance provider.
Personal Safety
You will be living and studying in a city that may be larger than your hometown or college town, and you’ll find clear contrasts to what you have become comfortable with at home. Some of the differences, particularly with regard to safety, are due to the fact that you're in an urban setting with risks like those of other large urban areas. Other, health-related risks are endemic to deserts of the world, including Jordan and are, by and large, preventable. And keep in mind too that the two biggest risks to your health and safety while abroad are the same as in the U.S.: traffic- and alcohol-related incidents.

Students should exercise extreme caution as pedestrians, especially early in the program when the traffic patterns are unfamiliar. In practice, pedestrians do NOT have the right of way. Look out for cars. Students are not permitted to have or drive motor vehicles. This rule is strictly enforced and any violation of it may result in suspension from the program.

Crime and Random Violence
Crime happens in Amman, as it does in most large cities in the world. Crimes against property are, however, much more common than crimes of violence. Theft is common; assault is not. Just as you would be careful with your backpack or wallet on subways and buses in New York City or Chicago, you should do the same in Amman. Always remember to take proper safety precautions, including the following:

• Always carry your wallet in your front pocket and keep your hand on it in crowded areas. It is wise not to carry large amounts of cash in your wallet. Also, do not carry a driver’s license or other important items that you do not need.
• Carry your backpack or purse in front of you with your arm over it and be aware of what is happening around you.
• Make photocopies of the pages of your passport with personal information and your stamp of entry. You will leave one copy with the AMIDEAST office in case your passport is lost. You should also keep copies in your wallet, backpack, and other luggage.
• Have one locked suitcase at your homestay for valuables or things of personal significance.
• Avoid walking around in the dark and/or solitary areas at any time of the day or night.
• As in most U.S. cities, women should try not to be out alone late at night, and all students are advised to take taxis home in pairs or groups at night.
• Try to look self-assured; never look lost.
• Check your map before going to a new place, so you won't have to consult it on the street (since this makes you look like a tourist). If you are confronted with a thief or assailant, under no circumstances should you resist or attempt to flee. It is best to simply cooperate, and then to report the incident as soon as possible to the AMIDEAST Program Director or other available staff member.

Consult with Staff
You will face risks in Jordan, just as anywhere else. Part of what you will learn on this program is how to recognize danger signs that are different from those you know at home. In most cases you can learn how to recognize and avoid these risks. In any case, let people know if you are feeling concerned or unsafe. Program staff, host families, and others can help you learn to deal with the risks in Jordan, just as they can help you learn to understand the history and culture of the country.
**Medical Insurance Provided by AMIDEAST** (included in fees paid to ACM)

ACM will provide health insurance coverage for all students participating in its programs. This coverage is through Cultural Insurance Services International (CISI), a company with long experience and excellent service in providing health coverage for students abroad.

The policy with CISI provides a broad range of coverage for students' medical treatment while abroad. Here are several key features of the coverage:

- Coverage for both medically-necessary office visits and hospitalization;
- No exclusion for mental disorders or alcohol-related accidents or illnesses;
- Coverage for prescription drugs;
- No exclusion for pre-existing conditions (except in the case of pregnancies beginning before the start of the program);
- Medical evacuation coverage; and
- No deductible.

The policy will cover students from the official arrival date through the official departure date for their programs. It covers you not only while you are in the host country, but also for travel away from the program site during the inclusive dates of the program —e.g., during program vacation periods.

The policy, however, should not replace any coverage you have in the U.S., nor should you discontinue your U.S. American health insurance coverage—it provides only limited amounts of coverage for follow-up treatment of illnesses or injuries which begin while you are abroad and only provides for up to 30 days.

The cost of this coverage is included in your program fee, and AMIDEAST will handle your registration for the insurance. It is also possible for you to independently purchase supplemental coverage through CISI to extend the days that you will be covered by the policy. (If, for example, you plan to leave early for the program site or do some traveling outside the U.S. after the program, you can purchase health insurance coverage for that additional time.) The cost of this additional coverage is approximately $40/month. AMIDEAST will register you for CISI coverage, and then CISI will e-mail you a welcome letter and an ID card a few weeks prior to departure; the welcome letter will describe how to log on to www.culturalinsurance.com to view the tools available to policyholders and to purchase any additional coverage. (You will need the ID number provided in the card and also a credit card to which the cost of the additional coverage can be billed. It is also possible to purchase the additional coverage by phone.)

CISI is a medical insurance plan and will not cover your personal property. Please consult your parents'/guardians’ insurance to ensure adequate coverage of anything you take to or purchase in Jordan.

Program staff will help you to use your CISI insurance if you have medical problems while in Amman. In other areas of the country, you may need to pay for your medical attention and request reimbursement. Program staff will also help you with this process.
ACM Program Policies

The Associated Colleges of the Midwest (ACM) is a consortium of 14 residential liberal arts colleges in Illinois, Wisconsin, Iowa, Minnesota, and Colorado. ACM programs reflect the academic standards and policies of its member colleges, and the standards and policies in the paragraphs which follow are applicable for all ACM off-campus study programs.

The ACM Off-Campus Study Program mission begins:

Our programs’ academic standards and curricula are rooted in the liberal arts. They emphasize the interdisciplinary educational approach, intimacy of small classes, focus on independent research, and discussion-based learning that characterize liberal arts education at ACM colleges. The programs accelerate and deepen students’ scholarly and personal growth through structured interactions between selected topics and distinctive locations. They offer educational experiences unlike those found in conventional classrooms.

You and all ACM students play an essential role in ensuring that the scholarly and personal growth sought as an outcome of this mission is accomplished in a dignified and respectful manner in conjunction with the people and customs of the host culture. As guests in the cities and countries of our various programs, all students are subject to the same laws and regulations as their host citizens and are responsible for knowing both ACM policies and local laws.

The ACM Code of Student Responsibility and its subsidiary policies exist to facilitate the educational process for you and the other students and to ensure a safe, fair, and successful experience for all students, staff, and faculty. While enrolled with AMIDEAST in the Jordan Program, you will be primarily subject to the policies and procedures of AMIDEAST. Please note that ACM and your home campus may also choose to hold you accountable to their respective codes of conduct.

**ACM Code of Student Responsibility**

The ACM Code of Student Responsibility reads as follows:

I understand that I am required to comply with all policies and procedures of the ACM including policies outlined here as well as program-specific rules introduced during the on-site orientation. My participation in an ACM program represents my college and the ACM consortium at all times. I know that my behavior must respect the values and norms of the host community while promoting the safety and wellbeing of other students and my program’s faculty and staff. I will strive to ensure that my behavior supports the educational nature of the ACM at all times.

Studying off-campus during your college career can be both very exciting and very challenging. Many students return to their home campus feeling dramatically changed, eager to embark on a new academic or career path, or with a clearer understanding of who they are as an individual. Off-campus study is a privilege; an option within higher education that not all students can select as a part of their collegiate experience. It often creates lifetime memories and presents multiple prospects for personal growth. In order to protect this opportunity for all students, however, ACM has instituted some policies and to ensure it remains accessible to the greatest possible number of students.

Please note that these policies and procedures comprise guidelines that can be changed by ACM at any time in its discretion. It is not and should not be construed as a contract, either express or implied.

**Expectations of Student Conduct**

Any student who engages in inappropriate conduct will be in violation of this Code of Student Responsibility and will be subject to a conduct review and possible sanctions. While it is impossible to outline all forms of inappropriate conduct, what follows is a non-exclusive list of the more common examples:
1. **Violations of any ACM policies or regulations** – policies published in student handbooks, Study Abroad Contract, the website, or other official ACM publications (including but not limited to the Housing Policy, the Policy on Alcohol and Drugs, the Policy on Sexual Harassment, and the Policy on Academics).

2. **Violation of safety practices** – action or inaction that might cause or lead to injury or death to oneself or any other person; threat or cause of harm; self-endangerment. Participation in any activity expressly prohibited by ACM or the terms of the HTH insurance policy (international programs only) including professional sports or competitions, bungee jumping, driving, motorcycling, scuba diving, skin diving, sky diving, hang gliding, glider flying, parasailing, flying in any aircraft except as a passenger on a regularly scheduled airline or charter flight, or any activity normally considered ultra-hazardous or regarded as an "extreme sport."

3. Any **conduct which threatens ACM's ability to function** or maintain positive relations in host communities including but not limited to culturally inappropriate behavior or defamatory statements regarding host families, organizations, communities, or countries in blogs, social media, or other public media.

4. **Failure to comply** with reasonable directions of ACM staff (or designees) or failure to promptly and properly identify self to ACM staff or law enforcement authorities if asked. Examples might include use of a fake ID, failure to comply with staff requests in an emergency, or not completing assigned sanctions resulting from a previous policy violation.

5. **Theft** – attempted or actual theft or willful possession of items belonging to another. Unauthorized use of property belonging to another.

6. **Unauthorized entry** – inappropriate use of keys or facilities (ex. housing or program site).

7. **Inappropriate use of ACM technology** including but not limited to computers or wireless internet provided by ACM or any of ACM's partners, and including but not limited to actions such as illegal downloading of copyrighted material, computer piracy, or using technology to threaten or cause harm.

8. **Damage** – causing damage to property belonging to ACM or to the property of any of its partner organizations, any person, or the public domain.

9. Possession or use of **any weapon, fireworks, incendiary device or explosive device**.

10. **Participation in political demonstrations, rallies, or protests** is prohibited in international locations regardless of the peaceful intention or nature of the gathering. For students in domestic off-campus study programs, students should be mindful that participation in such activities, affiliated or not with the program, conforms to the other expectations of student conduct listed in this section.

11. **Disorderly conduct** – obstruction or distraction of the educational process, lewd or indecent behavior, breach of peace, physical abuse or threat, intimidation or coercion, etc. Also includes retaliation against any individual who reports any violations of the Code of Student Responsibility or any individual who participates in any investigation of such reports.

12. **Stalking or Hazing** – Behavior that is disturbing or distressing to others including but not limited to stalking or hazing. Stalking is defined as the willful and unsolicited following or harassing of another individual through any means. Hazing is defined as any act which endangers the mental or physical health or safety of another person for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group. Any group of students acting together may be considered a group for the purposes of this section. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section. Stalking or hazing can include actions in person, via social media, or through other electronic means.

13. **Bias-related behavior or personal abuse** – use of language, images, signs, symbols, threats, or physical behavior that directly or indirectly demonstrates hostility or contempt toward a person or group on the basis of actual or perceived identity. Behavior that exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic
background, religion, expression of opinion, or other personal characteristics. Actions that would reasonably tend to cause alarm, anger, fear, or resentment in others or would endanger the health, safety, and welfare of another member of the ACM community.

14. Any criminal behavior or breach of local, state, host country or domestic or international laws.

15. A willful failure to report a violation of ACM policies or law or reasonably suspect harassment or abuse.

Email Communications with Students
ACM will utilize each student’s college or university email account as the official method of communicating with students. Students are responsible for all ACM information sent to them via their college or university assigned email account, and any official ACM documents and communications will be sent to that email address before, during, and after their off-campus study program.

ACM Policy on Academics
All academic pursuit depends on trust. All of us should be able to trust that we will be treated with honesty and respect—respect for our ideas and for us as persons. As a participant in an ACM program, you will be expected to conduct yourself with the same level of honesty and openness as is expected on your home campus.

The following academic policies apply to all students participating in an ACM program:

Arrival and departure dates. You should make travel arrangements to arrive at the program site on the date specified in the program handbook. Similarly, you should plan your itinerary to remain at the program site through the last day of the program. ACM staff and instructors are unable to accommodate students who request to arrive later or depart earlier.

Course load. You are required to carry the full load of courses and credits as determined for the ACM program in which you are enrolled.

Class attendance and participation. You are expected to attend and participate fully in all classroom sessions, site visits, and field trips. Instructors typically take into account attendance and class participation when assigning final grades. Please remember that these are academic programs: it is not appropriate to miss classes because you are traveling or hosting visitors; you are expected to participate in all program activities unless otherwise excused.

Pass/fail deadlines. You may elect to take a class or classes on a pass/fail basis. This decision must be made in the first two weeks of class; a program staff member will provide you with a link or a form on which to record the choice. It is not possible to elect pass/fail or to reverse/appeal the decision after the first two weeks of class. (In making the choice to take a class pass/fail, you should consult your home school's policy regarding pass/fail classes taken off-campus.) Grade choices will not be made known to the program faculty.

Completion of course work. All class assignments (including final papers, projects, and exams) should be completed and submitted before the end of the program. Any assignments or work submitted after the final day of the program will receive a “0” and this will be factored into the final grade for the course. ACM does not record/report an “Incomplete” grade for courses.

Academic honesty. Actions of dishonesty are destructive to the well-being of the academic community, and ACM staff respond to them vigorously. Cheating, plagiarism, and other forms of academic theft will result in a failing grade for that assignment and may result in failure for the course. Extremely serious incidents of cheating or other actions destructive to the classroom community may result in expulsion from the program. Instructors who encounter plagiarism or other forms of cheating in an ACM program will report such episodes to the Director of Off Campus Study, who will investigate and conduct a review according to the ACM Student Conduct Procedures. Students who are aware of
academic dishonesty on the part of other students are expected to report that information to the Director of Off-Campus Study.

**Final exams and presentations.** ACM instructors cannot make special arrangements for a student or students to take a final exam or make a final presentation at a time different from that set by the instructor for the course (with the exception of a student who has a documented learning disability and with whom ACM staff has made prior arrangements).

**Grading policies related to off-campus study.** You should consult your home campus registrar’s office for off-campus grading policies in effect on your own campus.

**Graduating seniors.** Students who expect to graduate at the end of the term of the ACM program should discuss graduation requirements with an advisor at their home school prior to the start of the program. If you need to make special arrangements (e.g., if grades need to be reported by a specific date), you should share this information with the ACM program director at the beginning of the program.

**Retention of syllabi, course work, and other course-related materials.** Because home campus advisors may wish to review course work to determine how to assign credit for a particular course or courses taken abroad (and because, occasionally, course grades can be misreported), it is important that students bring back to their home campuses all materials from courses taken abroad. This is particularly important for courses taught by an on-site (i.e., non-ACM) faculty member, where it may be difficult to contact the faculty member after the semester or program has ended.

**Release of student grades.** ACM staff will only release grades to your home campus once all program, financial, and student conduct obligations are complete.

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**ACM Housing Policy**

Student housing will vary across the ACM programs and may include homestays, apartments, educational institutions, camping, hostels, and other appropriate housing. Your housing situation while abroad is part of the learning environment that ACM programs provide, and you will want to take advantage of the opportunities that different housing situations provide. You are responsible for your behavior and actions in your housing environment and must respect the policies and practices of each establishment or facility in which you are housed, including respectfully following your homestay family's rules. Any damage to property or environment, disruptive activities, or willful disregard of policies and practices of any housing situation may result in disciplinary action including expulsion from housing and/or dismissal from the program. You should inform your on-site director if problems or concerns arise regarding your housing and efforts will be made to either resolve the issue or find an alternative placement.

**International programs:** Although visitors are strongly discouraged during the program, anyone planning to visit you during the period of enrollment must plan independent accommodations. You are prohibited from bringing any visitor to stay at a homestay or other provided place of housing. You should not ask your host families to accommodate your guests.

**Domestic programs:** Visitors should not interfere with the functioning of the program nor any participant's ability to complete program responsibilities. Any program participants wishing to have a visitor stay overnight in program housing should consult with any roommate(s) for approval and abide by any policies of the vendor providing the housing. All visitors shall abide by all provisions of the unit's roommate agreement, and the host participant may be held responsible for the actions and consequences of his or her guest's behavior.
ACM Policy on Alcohol and Drugs

Knowing how to engage responsibly with alcohol among peers is a component of living in a new, educational environment. In the same way that positive living environments create positive experiences and learning, appropriate choices around alcohol can create notable memories among a community of students. In the context of off-campus study, this can mean deciding if or when it is culturally appropriate to consume alcohol, in what quantities, and amongst what company.

Alcohol may be consumed responsibly by students who are of legal age in their host country. You should be aware of the limits of local law, cultural norms, and safety considerations when choosing to consume alcohol. You are prohibited from providing alcohol to others who are not of legal age in the host country. Inappropriate behavior resulting from alcohol consumption, including but not limited to behavior which is offensive to others; and/or poses unreasonable risk to you or others; and/or results in damage to property; and/or impacts student performance; and/or causes embarrassment or otherwise interferes with the proper functioning of the program or other students, is not permitted and will result in disciplinary action.

Possession, use, or distribution of any substances that are considered by host country law to be illegal drugs or controlled substances is prohibited. You are hereby cautioned that the possession of drugs is often handled harshly by local law enforcement in host countries. The misuse and abuse of prescription medications is also considered a violation of this policy.

ACM Policy on Sexual Harassment

It is the policy of the Associated Colleges of the Midwest (ACM) that sexual harassment of students and employees is prohibited. Violation of this policy may result in discipline or dismissal of students or discipline and discharge of employees. However, allegations of sexual harassment are serious and may be extremely prejudicial to the alleged offender. Accordingly, allegations not made in good faith may subject the complainant to disciplinary action.

Sexual Harassment Defined

Sexual harassment is unwelcome words or conduct based upon the recipient's gender. Sex or gender-based harassment does not have to be sexual in nature. However, such harassment can often take the form of unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature. Harassment can become unlawful when (1) submitting or refusing to submit to such conduct is used as a basis for any decision affecting an individual's academic status or employment, or (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Be advised that ACM reserves the right to interpret these policies and procedure more stringently than applicable legal definitions. Therefore, harassment or discrimination that does not rise to the level of a legal violation may still be found to violate ACM's standards of conduct.

ACM Policy on Dual Relationships

A dual relationship is one in which the faculty/staff member/contracted vendor has both a professional and a romantic or sexual relationship with a student. (A “contracted vendor” could include: drivers, interpreters, guides, host family members, guards, etc.) This includes relationships which appear to be mutually consensual. However, the inherent inequality of power between student and faculty/staff/vendor creates an unacceptable conflict of interest in a supervisory, educational or advisory context. For this reason, dual relationships between faculty/staff/vendors and students who participate in the same program are specifically prohibited. If a relationship nonetheless develops, the faculty/staff/vendor member is expected to remove him/herself from supervisory or advisory responsibility for that student and alert his/her supervisor or face disciplinary action.
ACM Policy on Sexual Assault

Definitions:

Consent: Consent means the mutual understanding of words or actions freely and actively given by two informed people, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, there is intimidation or coercion, or the recipient party is incapacitated, or if a person is under the influence of drugs or alcohol such that they lack necessary judgment to give consent to sexual activity. Also remember that consent can be withdrawn and that consent to one activity does not necessarily imply consent to another. Finally, silence or non-communication should never be interpreted as effective consent.

Sexual Contact: Sexual contact includes but is not limited to: sexual intercourse, penetration of an orifice (anal, oral or vaginal) with the penis, finger, or other object in a sexual manner, intentional touching of the genitals, buttocks, or breasts, or coercion to force someone else to touch one's genitals, buttocks, or breasts. Sexual contact can occur over clothing.

Sexual Contact With An Incapacitated Person: Incapacitation is the physical and/or mental inability to make informed, rational judgments. To have sexual contact with someone whom you know to be, or should know to be incapable of making a rational, reasonable decision due to his or her consumption of substances, in other words, unable to give effective consent, is a violation of policy.

Sexual Exploitation: Acts committed by a person for sexual gratification, financial gain and/or advancement, entertainment, or for any other reason that abuses or exploits the privacy of another person's sexuality. Examples may include but are not limited to: non-consensual recording of sexual activity or nudity, unauthorized presentation or distribution of said recordings in any form, allowing others to observe a sexual act without the knowledge or consent of the individuals involved, or prostituting another person.

Policy Statement

ACM prohibits sexual assault or sexual violence in any form, including non-stranger rape. The goals of this policy are to create a community free of sexual assault, to provide avenues for those affected by sexual misconduct to obtain assistance, and to provide a clear and fair complaint and investigation procedure.

Sexual assault committed in connection with any ACM program in any location is prohibited. ACM strongly recommends that people who believe they have been victims of sexual assault pursue criminal charges against the person or persons they believe to have committed the sexual assault. Victims are also urged to make a complaint to staff in the ACM Chicago office. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against anyone involved in the complaint process or anyone who pursues legal action—including the complainant, the respondent, or anyone participating in the investigation—is prohibited and will not be tolerated.

Definition of Sexual Assault

Sexual assault is intentional sexual contact with another person without that person’s consent (see definitions of sexual contact and consent). Consent exists when a person freely and knowingly agrees at the time to participate in a particular sexual act with a particular person. Consent is not effective, for example, when force, threat, or coercion is used. Consent is not effective when sexual contact is with a person who is unable to say no or otherwise resist because of the use of alcohol or drugs or because he or she is asleep or unconscious (see also definition of Sexual Contact with an Incapacitated Person).

The initiator of sexual contact will be found in violation of this policy if it is determined that he or she knew or should have known that the other person could not give effective consent as defined by this policy. Being intoxicated or under the influence of any substance at the time of sexual contact is never an excuse for violation of this policy. Sexual assault can be committed by a man or a woman against a person of the same or opposite sex. Sexual assault can be committed by current or former lovers, friends, or acquaintances.
**ACM Policy on Non-Discrimination**

The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities, or employment on the basis of sex, sexual orientation, gender identity, race, color, religion, national origin, age, veteran status, marital status, or disability.

**ACM Student Conduct Procedures**

Should an alleged violation of the ACM Code of Student Responsibility occur, ACM faculty and/or staff will investigate the situation and review any responsible student's status with the program. This review will be conducted by the on-site director or other ACM staff in the model of an educational/administrative process, not a proceeding of a criminal or civil court. These policies and procedures are designed to ensure a productive learning environment for all students.

The following process for an initial conduct review is designed to assure that the student receives appropriate due process:

1. The student will be notified verbally and/or in writing of the incident/alleged violation and the time and place of the review meeting.
2. At the review meeting, the student will have the opportunity to share her/his perspective of the incident and present any witnesses or documentation relevant to the incident/alleged violation.
3. The student may be accompanied at the review by a third party. Since this is not a case before a court of law, however, the third party may not be legal counsel.
4. After discussing the incident/alleged violation and the circumstances, the student will be given an opportunity to admit or deny involvement in the situation.
5. Given the information, the ACM faculty or staff reviewer will make a decision regarding the student's responsibility for violation of the Code of Student Responsibility based on a preponderance of evidence.
6. Within five working days from the date of the review meeting, the student will be notified in writing of the decision and any relevant sanctions and deadlines for completion of those sanctions. This notification will also include the procedure a student can follow to appeal this decision (see below).
7. Repeat or more serious incidents may involve review by staff in the Off-Campus Study unit of the ACM Chicago office and may include notification of the student's home school.

**Sexual Harassment/Assault Grievance Procedure**

Due to the often complex nature of sexual harassment or assault investigations, ACM has instituted a more elaborate procedures for review and management of these claims. This section outlines that procedure.

Any individual who believes that he or she has been subjected to sexual harassment/assault has recourse to informal and formal grievance procedures designed for the purpose of investigation and resolution of such allegations.

As a preliminary matter, any individual who believes that she or he has been sexually harassed/assaulted should report the incident promptly to any of the following:
- Director of the program in which the student is enrolled or other appropriate local staff or faculty member
- Associate Director of Off-Campus Study
  Kevin Dostal Dauer
  kdostaldauer@acm.edu or 312.561.5933
- Vice-President and Director of Off-Campus Study
  Dr. Joan Gillespie
Assistance in presenting a grievance may be obtained from another employee or student. However, attorneys or other third persons may not participate in any facet of the grievance procedure unless ACM and all interested parties otherwise agree.

**Informal Procedure**
An informal procedure is designed to resolve sexual harassment/assault allegations without having to invoke the formal grievance procedure. This can be initiated through contact with any of the staff named above. The goal is to resolve the problem through discussion with the student, the alleged offender, and any other relevant persons. The student and/or staff member grievance officer may elect to terminate the informal procedure if it appears that no progress is being made in resolving the dispute and initiate a formal procedure.

**Formal Procedure**
1. Students who wish to lodge a formal complaint should contact any of the staff members named above.
2. Thereafter, the President of ACM (or if the President is the alleged offender, the Chair of the Board of Directors) shall assign a grievance officer to investigate the complaint and report his/her findings to a grievance board comprised of the President, the investigating grievance officer, and one other grievance officer selected by the President. No employee accused of harassment may serve on the grievance board.
3. The investigation shall include interviews with the complainant, the alleged offender, who shall be informed of the allegations against him/her, and other relevant persons. The grievance board may supplement the investigating officer's investigation by itself conducting interviews and reviewing relevant evidence.
4. Within 21 working days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by a preponderance of credible evidence. It shall then inform the complainant and alleged offender of its decision.
5. Any disciplinary or other corrective action resulting from a violation of this policy shall be determined in accordance with ACM disciplinary procedures.

**Third Party Harassment**
Any student who has been sexually harassed/assaulted by a third party (i.e., vendor, member of host family, guest speaker, internship setting) should report the incident promptly to an ACM staff member who will then report to ACM’s Associate Director of Off-Campus Study to initiate an investigation and attempt to resolve the problem.

**Confidentiality**
Be advised that ACM is obligated to review complaints or investigations of potential abuse, harassment, or assault. All ACM staff members are required to report incidents of sexual harassment or assault. Therefore, ACM cannot generally receive a confidential complaint and promise to do nothing. However, ACM will endeavor to handle all complaints and investigations of sexual harassment/assault in a discreet manner; grievances and documents will be maintained separately from other student files.

**Non-Retaliation**
Complaints made in good faith under this policy shall not result in any adverse action against the complainant, nor shall any person who participates in good faith in an investigation be treated adversely because of such participation.

Nothing in this policy precludes an individual from pursuing any legal remedies available to him/her, and ACM encourages all complainants to file police reports to initiate a separate investigation by law enforcement authorities.
**Interim suspension**

If a student’s behavior constitutes an immediate, severe, or direct threat to self or others or if there is evidence of egregious misconduct and violation of ACM policies, the on-site director, in consultation with the Associate Director of Off-Campus Study, may immediately remove a student from the program and/or housing until a review can occur. During that interim suspension, the student will not be allowed to participate in program activities or utilize program resources. Alternate housing arrangements may be necessary and will be the responsibility of the student. Any additional violations of ACM policies while on interim suspension will result in immediate dismissal from the program.

**Sanctions**

In keeping with the nature of the institutions comprising the ACM Consortium, sanctions are designed to be educational in nature whenever possible. Depending on the severity of the policy infringement, however, the ACM reserves the right to impose a sanction beyond a warning for a first violation if deemed appropriate. Multiple sanctions can be issued as appropriate. Failure to complete any assigned sanctions may delay the release of grades from the ACM program to the home campus.

1. **Written warning** – A warning is given and provided in written form to the student outlining the violation of the ACM Code of Student Responsibility and that any additional violations may result in more serious action during the time of warning.
2. **Restitution** – The student may be required to pay for any damages caused or repair or replace any property damaged or stolen.
3. **Loss of privileges** – The student may have privileges for use of a resource or participation in certain activities withdrawn for a certain period of time.
4. **Housing change or termination** – The student may be required to leave their housing and either move to alternative housing or obtain independent housing accommodations.
5. **Disciplinary probation** – A final warning is provided to the student in writing indicating that any further violation within the probationary period may result in dismissal from the program. A student’s home campus will be notified if a student is placed on disciplinary probation.
6. **Dismissal** – The student is permanently removed from the program. Once dismissed, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides including insurance coverage and visa sponsorship. The student will leave the program site and discontinue contact with the program. The student will be responsible for making his/her own travel arrangements from the site. A student’s home campus will be notified if a student is dismissed from the program.

**Helping Your Peers**

As a part of your off-campus study experience, you will be one member of a specific learning community, a group that you will help to define and foster throughout the program. As a part of a community, you will be thrilled to discover the great benefits that come from the contributions of others, but you should also recognize the obligations that come from being part of a group of people studying together off-campus. ACM students are encouraged to look out for each other, advocate appropriately for each other, and work together toward your community’s educational goals.

This commitment to helping others out can sometimes put you in difficult situations. If you feel hesitant to seek physical or mental medical attention for a friend (out of concern that by asking for help, ACM staff might discover that your friend’s behavior or your own behavior has been in violation of the ACM Code of Student Responsibility), please know that the responsibility and care that you demonstrate by taking the appropriate action to ensure the safety and wellbeing of another member of the community will be considered in determining what action, if any, is taken against you when reviewing the matter with ACM staff.

**Appeals**

Students may request an appeal of a student conduct decision made by the on-site director or other reviewer. The appeal must be received within five (5) working days of the issuance of the decision. The student should direct this appeal request to the Associate Director of Off-Campus Study in the ACM Chicago office.
The appeal request must be received in writing and should include a statement giving relevant facts and the reason for the appeal. In order for any appeal to proceed, the student must demonstrate that at least one of these three reasons for appeal exists:

a. There was a procedural error in the initial review that substantially impacted the rights of the student and had a reasonable possibility of affecting the outcome.
b. New information can be presented that was not previously available, despite reasonable diligence, which has a substantial likelihood of directly impact the review decision.
c. The sanction(s) imposed are perceived as excessive.

The Associate Director of Off-Campus Study will gather all materials, documents, and previous communications related to the student conduct review and forward that information to the Director of Off-Campus Study. The Director of Off-Campus Study will review the materials and determine within five working days of receipt of the materials whether any of the three above grounds for appeal exist in this case.

If the Director of Off-Campus Study determines that no grounds for an appeal exist, the student will be notified and the decision of the initial review will be final. If the Director determines that grounds for an appeal do exist, the Director of Off-Campus Study will convene an ad hoc committee consisting of the Off-Campus Study Director from the student’s home campus, another ACM Off-Campus Study Director, and the Director of Off-Campus Study. This committee will review and discuss the student's petition to determine if there are grounds for an adjustment of the student conduct decision.

The Associate Director of Off-Campus Programs will report the decision of this ad hoc committee to the student in writing, ordinarily within 15 working days of receipt of the appeal. The decision of this committee is final.

**Tuition, Program Fees and Refunds**

**Program Costs**
The total amount students must pay to participate in an off-campus study program varies from college to college, as does the availability of financial aid for off-campus study. These campus policies are often based on the specific curricular goals established at each college. Depending on the policies of a student’s home college, charges for off-campus study may be based upon the program’s tuition, or may be based upon the college’s own tuition. Additionally, some colleges may assess special fees for off-campus study. ACM students should therefore check with the Off-Campus Study and Financial Aid offices to confirm how their college charges students for off-campus study programs, what additional campus fees may apply, and what financial aid may be used toward the cost of their program. Please see the cost worksheet for your program at www.acm.edu/pricing for a breakdown of educational costs, the program fee, and out-of-pocket expenses.

**Confirmation Deposit**
Once accepted into an ACM Off-Campus Study Program, a $400 deposit is required. This deposit reserves the student’s spot in the program and must be received by ACM within two weeks of their receipt of acceptance materials. It is credited toward the program fee and is non-refundable. Students who do not submit the deposit within the time frame risk losing their spot on the off-campus study program.

**Financial and Scholarship Aid**
Students are responsible for making sure that any financial or scholarship aid is appropriately applied to the off-campus study program. Students should check with their college’s Financial Aid office to confirm their financial aid package for the term of off-campus study.

**Outstanding Fees and Grade Release**
ACM will bill students at the end of the program for outstanding program costs and/or any additional program expenses such as: medical costs, damage to program housing or equipment, loss of keys or equipment, etc. ACM is unable to release grades to students or their college until full payment for such expenses has been received.
**ACM Policy on Health and Safety Notification**

ACM staff strives to keep all program stakeholders, including your home campuses and parents, informed of critical incidents and concerns that might arise related to any of our programs. We balance this goal with respect for your individual right to privacy as an adult.

Once you have reached the age of 18, you are considered an adult within the U.S. Higher Education system. ACM’s standard procedures will typically involve communicating primarily with you and informing parents on an as-needed basis. ACM staff will seek to work with you, our students, as primary decision-makers whenever possible.

**Communication with Parents/Guardians**

In situations of medical or program emergency, especially in situations where students are not able to communicate with their parents/guardians or in the case of student hospitalization, ACM staff will endeavor to inform parents of events and developments in as great of detail as possible and as often as possible. These communications will be balanced with ACM’s need to maintain operational management throughout whatever the situation might be.

For international programs, ACM staff sends an initial message to all listed parents/guardians/emergency contacts to notify them that all students have arrived safely at the program site. We do this because students may not always have access to immediate communication tools allowing them to contact individuals at home or may be initially quite consumed with orientation activities, and this initial period of travel to an overseas destination can be a source of worry.

Beyond that initial message for our international programs, ACM staff’s preference is that you are the primary sources of information for parents/guardians. ACM staff will always encourage students to openly and honestly communicate with their parents/guardians and will assist if requested in situations when the student may not have the means to communicate directly.

**Communication with Home Campuses**

ACM staff strives to maintain high levels of communication with all campuses sending students on any of our programs. Because colleges have different requirements for reporting or documenting incidents, ACM staff will communicate any reportable incident to the Off-Campus Study Director at a student’s home campus.

In situations where an incident impacts multiple students on a program (ex. illnesses not limited to a single individual, major program changes, etc.), ACM staff will notify all home campuses represented on that program of the situation in a way that does not identify specific students. Exceptions to components of this policy will be considered on a case-by-case basis.

**Evaluations and Surveys**

Over the course of the program, you will be asked to complete questionnaires at several intervals. These surveys allow us to better understand the impact that off-campus study has on students and to use feedback from you to make improvements in our programs. Additionally, these surveys provide students with an opportunity to reflect upon their experiences and better prepare students to articulate the positives and negatives of the program. Below you will find a brief synopsis of the feedback we will be seeking from you throughout the term. **In all cases, your responses will be confidential.**

Shortly before the end of the program, you will be asked to complete a final, on-line survey about the program. As with the mid-program evaluation, your responses will enable us to review program arrangements and course offerings and make any necessary changes for future programs. A summary of responses are shared with program instructors and staff only after the program is complete and your grades have been submitted. Faculty advisors at ACM campuses will also receive the summary. This survey will require approximately 20 minutes of your time.
Personal Information “Opt-Out” Form

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential by the Associated Colleges of the Midwest (ACM) and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student’s prior written consent. FERPA regulations do allow the ACM to release limited “directory information” at any time, without obtaining the prior consent of the student. The ACM does not provide directory information to third parties for commercial purposes. Provisions of FERPA allow the institution to define certain classes of information as “directory information,” and the ACM has determined that the following student information is considered directory information:

- Name
- College/university
- E-mail address
- Off-campus study program
- Semester/term of off-campus study
- Awards, honors

Additionally, throughout the duration of ACM off-campus study programs, ACM representatives may take photographs, make video or audio recordings, or write articles about program participants and/or activities that involve program participants. Many student participants and associated faculty and staff may also take photos and videos, write articles, or maintain blogs for their own personal use, which they frequently share with the ACM. The ACM also shares short excerpts of student work, such as titles and overviews of projects and brief research abstracts. These images, recordings, excerpts, and accounts are regularly collected for the primary purpose of highlighting and showcasing the ACM via our website, posters, brochures, and other educational marketing materials. (Note: The ACM will never publish full accounts of student projects or research or use student photographs, video, or audio recordings without specific permission from the student in question.)

If you do not want the ACM to release your directory information, use your likeness in photos or recordings, or share excerpts of your work without your prior consent, you may choose to “opt-out” by making a copy and signing the form below. Requests can only be made via this form, which must be completed and returned to the ACM prior to participation in the program, to be applicable to that semester/term and for subsequent periods of time. Students wishing to reverse this decision may complete and submit the revocation section of the form below.

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I request the withholding of the following personally identifiable information, associated with my participation in an off-campus study program through the Associated Colleges of the Midwest (ACM). I understand that upon submission of this form, the information checked will not be released or used for ACM promotional purposes without my written consent or unless the ACM is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked information will not otherwise be released or used from the time the ACM receives my form until my opt-out request is rescinded. I further understand that if any of the information checked below is released or used prior to the ACM receiving my opt-out request, the ACM may not be able to stop the disclosure of this information.

CHECK ALL BOXES THAT APPLY:

☐ Name
☐ College/university
☐ E-mail address
☐ Off-campus study program
☐ Semester/term of off-campus study
☐ Awards, honors
☐ Use of likeness in ACM recordings (photos, video, audio, written articles)
☐ Use of short excerpts of student work (titles, overviews, and abstracts)
☐ All items listed above

_________________________ ____________________________       ______________________
Name (please print)    Signature               Date

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RESCISSION OF OPT-OUT REQUEST

I, the above named student, hereby rescind my request to opt-out from the release of the information indicated above.

_________________________ ____________________________       ______________________
Signature         Date
Program Contact Information

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